

**WORKING MEN'S CLUB AND
INSTITUTE UNION LIMITED**

**CLUB MANAGEMENT DIPLOMA
CLUB LAW AND ADMINISTRATION**

EXAMINATION PAPER

26TH APRIL 2008

Time Allowed – 2.5 hours

Examiner – Janice Merkelt, BA LL.M Solicitor

**All questions carry 20 marks each.
Each student is required to answer any FIVE of the eight
questions in this paper.**

**Please note if you answer more than five questions, the examiner
will mark only the first five answers.**

Question 1

The Gambling Commission's Code of Practice on the location and operation of gaming machines requires permit holders to comply with certain provisions. What are these provisions?

Question 2

- a) What are the duties and liabilities of a club secretary?
- b) Describe the procedure a committee should follow when dealing with a motion put before a meeting. Use as an example the case where a motion and two amendments to that motion are tabled.

Question 3

- a) Who should a club notify of a "temporary event" in the form of a Temporary Event Notice (TEN) and what notice needs to be given?
- b) TENS are subject to certain limitations. What are these limitations?
- c) What "qualifying club activities" may a Club Premises Certificate (CPC) authorise?
- d) What types of entertainment are described in the Licensing Act 2003 under Regulated Entertainment?

Question 4

- a) Explain the requirements and procedure for registration under the Food Premises (Registration) Regulations 1991.
- b) Explain briefly the powers of Environmental Health Officers and Trading Standards Officers under the Food Safety Act 1990.
- c) What action can an authorised officer of an Enforcing Authority take in circumstances where a club is found to be in breach of the Food Safety Act 1990 or Regulations made there under?

Question 5

- a) What are the conditions under which bingo can be played in a club?
- b) What are the conditions that relate to a private lottery?

Question 6

Following a recent election of officers and committee members at ABC Social Club, the club president has asked the secretary to prepare an information sheet for the new committee members to bring them up to date on a range of important subjects relating to the management of the club.

Describe in detail what should be included in the information sheet on the following two subjects:

- a) Insurances needed by the club to fully protect its interests.
- b) The reasons why the Performing Right Society and Phonographic Performance Ltd. exist.

Question 7

- a) State what you know about the requirements of the Licensing Act 2003 in relation to election of members of the club?
- b) Can a club place restrictions on who can become a member? Discuss.
- c) Having been charged with causing an affray on the club premises, a member refuses to attend a disciplinary hearing to which he has been properly summoned by the committee in writing in accordance with the club's rules. Describe fully the procedure the committee should follow in dealing with this member.

Question 8

- a) A chosen candidate for a permanent employment position with the club is a member of the club. What advice should the secretary give to the committee in respect of this candidate before an appointment is made?
- b) A committee has charged the club steward with theft following a thorough investigation into allegations that he stole a sum of money from the bar takings. Describe fully the procedure the committee must follow in dealing with the steward.